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# Office Memorandum • UNITED STATES GOVERNMENT

TO : Executive Officer

DATE: 6 July 1955

FROM : Chief, Instructional Services Branch

SUBJECT: Weekly Activity Report No. 27  
29 June - 5 July 1955I. SIGNIFICANT ITEMS

None

II. OTHER ACTIVITIES

1. Catalog of Courses: Revisions, 1 August 1955, All Catalogs: Headquarters issues will be delivered to Printing Services Division/IO, Thursday, 7 July; revisions to Field catalog, 200-1, have been approved by CI Staff, and will be delivered to PSD/IO for full processing. Field distribution will be made by RI/PI.

2. Cover Bibliography: Completed. 70 hours. There are 43 books and case studies and 23 films included, all annotated, with specific reference made to the type of cover the item deals with, e.g., occupational, diplomatic, artificial, natural, use of nationality, and personal, based on Glossary of Intelligence Terminology definitions. Distribution will be made to Guide holders.

25X1 3. [ ] LETS/TR, stated his plan to have all SEA material presently in the OTR collection placed at his disposal in I Building in the fall for use in an area course. Countries included: Philippines, Indo-China, Thailand, Malaya, Burma, Indonesia. Books on the Japan-China area have been transferred to LETS.

25X1 4. [ ] C/BOC, has stated his desire to have the books used in his course placed in the Auditorium. He will submit new titles to be ordered and select titles from the OTR collection. He will also make arrangements for a suitable cabinet for the books. This will be carried out in the fall when it will be decided whether the Circulation Librarian or clerical help from [ ] office will control the collection.

25X1 5. Red Interpreter (Supplement): 408 stencils have been numbered and returned from the office of the Chief Instructor/WCC; today they will be forwarded to Reproduction for the processing of 300 copies.

25X1 6. Political Readings in Russia: has been forwarded to PSD/IO for the processing of 100 copies; scheduled delivery date is 29 July to Mr. [ ]

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7. Map Items Designed and Produced:

- a. One map of USSR mounted for BOC
- b. Map prepared on mimeo stencil for BOC

8. Training Aids Completed During Week:

- a. BOC: Repaired 1 exhibit; 3 Vu-graph slides and 4 frames added to Vu-graph roll; 8 table display cards.
- b. IP&MC: 6 labels for blanket board.
- c. WPSC: Name card holder and 12 name cards.
- d. TAP [ ] 5 Soviet gunnery charts received from reproduction.

9. No Lesson Plans or Overseas Requests were received this week.

10. Films for [ ]

- a. No retention films due
- b. Twenty-nine loan films due
- c. Two loan films sent

11. Attendance at Foreign Language Films:

<u>Date</u>	<u>Language</u>	<u>Attendance</u>
6/29/55	German	[ ]
6/30/55	Spanish	
7/5/55	Italian	

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12. [ ] is presently reporting for duty in Supply Division/IO (half days), pending her transfer there.

13. [ ] is on military leave; [ ] on annual leave; [ ] is attending BOC, and [ ] and [ ] are on temporary field assignments for periods of 30 to 60 days.

[ ]

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